

Understanding Pupil and Series-Focussed Fields in 4Matrix

In 4Matrix Desktop, pupil data fields can be either **pupil** or **series**-focussed. This is to ensure accuracy of contextual data fields for each series. For example, DOB remains unchanged but other pupil data fields such as Pupil Premium status can change over time. This enables users to view and analyse contextual data that was correct at the time for each series.

The purpose of this document is to:

1. Identify how each pupil data field is stored within 4Matrix.
2. The import source for the pupil data.
3. Outline the action that needs to be taken by 4Matrix administrators for each series to enable maximum impact.

1. How do I Know Which Fields are Pupil or Series Focussed?

- Pupil Focussed:** The field value is attached to the pupil record as it is global and unlikely to change, i.e.: it is the same value across all series.
- Series Focussed:** The field value is attached to a single series and can change between series as the pupil's situation changes.

The table below identifies field types and their advisable import source.

Pupil Focussed Fields			Series Focussed Fields		
Fieldname	Import Source	Values	Fieldname	Import Source	Values
Forename	MIS	Text	FSM	MIS	T/F
Surname	MIS	Text	SEN	MIS	N/E/K code
Gender	MIS	M/F	Gifted	MIS	T/F
UPN	MIS	Text	PP	MIS	T/F
DOB	MIS	Date	Ever6	MIS	T/F
Ethnicity	MIS	Text	Disadvantaged	Spreadsheet	T/F
First Language	MIS	Text	Attendance	Spreadsheet	% (2dp)
Postcode	MIS	Text	Authorised Absence	Spreadsheet	% (2dp)
EAL	MIS	T/F	Unauthorised Absence	Spreadsheet	% (2dp)
Prior Attainment Band	Spreadsheet	U/H; M; L	Form Group	MIS	Text
Photo	MIS		House	MIS	Text

- It is worth noting values of *T, F, True, False, Y, N, Yes, No* are all acceptable during the import but all values will be auto-converted to T/F on completion of the import.
- The SEN field will only accept specific values of N, E or K (*plus S for historic series*) as per DFE.
- For Gender, both M and F or Male and Female are acceptable formats.
- Ethnicity uses the DFE's descriptors.

2. Actions for Administrators to Maximise Impact for Each Series

For accuracy, Administrators are advised to run an MIS extract or spreadsheet import to update the series focussed fields when creating a new series, as the default setting for all series focussed fields will be blank. Alternatively, use the 'Copy Indicators' function to copy the series focussed fields from one series to another via *Admin, Edit Series* or *Edit Pupils*. These fields can also be imported using a spreadsheet, but this may not be as accurate as an MIS import.

Disadvantaged and Attendance fields do not come through on an MIS extract and it is advisable to include these columns in your 'grade' spreadsheet as you import into the required series.